

PVHS TRANSCRIPT RELEASE FORM - 2017/18

IMPORTANT INFO: *The student will receive an email from his/her counselor when this transcript release form is processed. The student should then log into their Naviance account and send the **“Letter of Recommendation Request”** to the teachers whom they have asked to write recommendations. This allows the teachers to upload and submit their letters of recommendation to the colleges.*

IF YOU HAVE A DEADLINE OF:	YOUR TRANSCRIPT RELEASE FORM IS DUE TO GUIDANCE BY:
NOVEMBER 1	OCTOBER 10
NOVEMBER 15	OCTOBER 23
DECEMBER 1	NOVEMBER 6
DECEMBER 15	NOVEMBER 22
JANUARY 2	DECEMBER 4
JANUARY 15	DECEMBER 14

PRIOR TO SUBMITTING THIS FORM:

- **Complete the FERPA Waiver on the Common Application.**
- **Match your Common Application and Naviance accounts.**
- **Request official scores be sent by College Board (SAT) and/or ACT.**

Read all the directions given to you by the schools to which you are applying. It is *your* responsibility to submit this form to the **Guidance Office** at least fifteen (15) school days prior to the deadline. You may request up to eight (8) transcripts; after the eighth transcript, a \$3 fee is required per transcript.

Student Name: _____ Counselor Name: _____

Student Signature: _____ Parent Signature: _____

Name, City and State of College	Deadline	Application Type (EA, ED, Regular, Rolling, or Priority)	Common Application (Y/N)?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

** Please list additional colleges on reverse side*

DATE RECEIVED IN GUIDIANCE: _____

Name, City and State of College	Deadline	Application Type (EA, ED, Regular, Rolling, or Priority)	Common Application (Y/N)?
9.			
10.			
11.			
12.			
13.			
14.			
15.			